



## User Impact Notice #3

August 21, 2019

### Overview: Accounting for Personal Leave with Official Travel (PLOT)

Business travel can take us to exciting destinations as well as comfortable and familiar places. If you receive approval to take leave at your Temporary Duty (TDY) location, there are a few steps to ensure you remain in compliance with travel regulations.

### Scenario: Personal Leave in conjunction with Government Travel to Orlando Conference

I am approved to go to a conference in Orlando, Florida traveling Monday, September 2, with the conference ending Friday evening, September 6. My family will join me after the conference ends to visit Disney World together. I plan to take a day of leave Monday, September 10 before traveling home. How do I ensure that I am not reimbursed by the government for my personal time?



#### DID YOU KNOW?

*Before your trip, check your agency's guidelines and the Joint Travel Regulations for using government rates for hotel and rental car while on personal leave.*

*JTR Chapter 3: TDY TRAVEL PART E: LEAVE IN CONJUNCTION WITH TDY*



## Attachment #1 – How do I account for Leave Days on my TDY Request?

User Impact Notice – (August 21, 2019)

1. Select your trip dates. By default, the car and hotel will be based on the departure and return dates. Hotel is checked by default.
2. If you plan to take leave with official travel, ensure the options for car and hotel are both unchecked—you will add those later based on your itinerary and leave dates.

**START HERE** to book travel.  
A request (authorization) is created automatically once you finish the booking process.

### Mixed Flight/Train Search

Round Trip | One Way | Multi City

From WAS - Washington Area Airports - Washington, DC  
Find an airport | Select multiple airports

To Orlando, FL - Orlando Intl Airport  
Find an airport | Select multiple airports

Depart  depart ▼ 09:00 am ▼ ± 4 ▼

Return  depart ▼ 03:00 pm ▼ ± 4 ▼

☐ Pick-up/Drop-off car at airport  
☐ Find a Hotel

Search by  
Price ▼

**Search**



### 3. Car and Hotel can be added to itinerary using customized dates after selecting flights.

**TRIP OVERVIEW**

I want to...  
[Print Itinerary](#)  
[E-mail Itinerary](#)

**Trip Name:** Trip from Raleigh/Durham to Seattle ([Edit](#))  
**Start Date:** October 07, 2019  
**End Date:** October 22, 2019  
**Created:** August 20, 2019, Kevin Taylorone (*Modified: August 20, 2019*)  
**Description:** (No Description Available) ([Edit](#))  
**Agency Record Locator:** QIIFUI  
**Passengers:** Kevin Taylorone  
**Total Estimated Cost:** \$413.01 USD ([Details](#))

**Airfare must be ticketed by:** 08/20/2019 7:00 PM Eastern  
[Change frequent flyer program](#)

**Add to your Itinerary**  
[Car](#) [Hotel](#)

### 4. Customize the car and hotel begin and end dates for the billable portion of your trip.

**SAP Concur** | Requests | **Travel** | Expense | Reporting | App Center | Support | Help | Profile

**Rental Car Search Preferences**

**Trip Summary**

**Select a Car**

**Finalize Trip**

**Pick-up date:** 09/02/2019 03:30 pm  
**Drop-off date:** 09/06/2019 00:24 pm

**Add Rental Cars**

[Display Trip](#) [Previous](#) [Next](#) [Cancel Trip](#)

**SAP Concur** | Requests | **Travel** | Expense | Reporting | App Center | Support | Help | Profile

**Find a Hotel**

**Trip Summary**

**Select a Hotel**

**Finalize Trip**

**Check-in Date:** 09/02/2019 **Check-out Date:** 09/06/2019

**Search within:** ☐ miles from ☐ miles from  
☐ Airport ☐ Address  
☐ Company Location ☐ Reference Point / Zip Code

**Reference Point / Zip Code**  
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')  
orlando

**Please choose a location to search for your hotel, and select your check-in and check-out dates.**  
[Help me find a hotel](#)

[Display Trip](#) [Previous](#) [Next](#) [Cancel Trip](#)



## 5. Adjust the Meals and Incidental Expenses (M&IE) to reflect leave days and you are set!

Expense Type M and IE Allowance	Last Day of Trip 09/10/2019	Days 7	TDY Location - City Orlando Intl (Airport - MCO), Orlando, Florida	Transaction Amount 165.00 USD
Comment Adjusted M&IE to account for Leave days				

## Attachment #2 – Oh no! I already reserved Car and Hotel. How do I make corrections to the dates?

User Impact Notice – (August 21, 2019)

1. If you inadvertently reserved car and hotel for the full trip to include personal leave dates, this is reflected on the reservation and must be adjusted to reflect the personal leave dates.

### Trip Summary

**Select Flights or Trains**  
Round Trip  
IAD - MCO  
Depart: Sun, 09/01/2019  
Return: Tue, 09/10/2019

**Select a Car** [Remove](#)  
Pick-up: Sun, 09/01/2019  
Drop-off: Tue, 09/10/2019

**Select a Hotel** [Remove](#)  
Nights: 9  
disney  
Check-in: Sun, 09/01/2019  
Check-out: Tue, 09/10/2019

**Finalize Trip**



## 2. At the Reservations confirmation screen, note the option available to Change the Car and Hotel selections.

Cabin: MAIN CABIN (L) Meal: Refreshments for Purchase

**Thrifty Car Rental at: Orlando US (MCO)** [Change](#) [Cancel](#)

Pick-up at: Orlando US (MCO)

Pick Up: 10:53 AM Sun Sep 1 Confirmation: J1170026333  
Pick-up at: [Orlando US \(MCO\)](#) Status: Confirmed  
Number of Cars: 1 Rate Code: @RCHW8

Return: 09:30 AM Tue Sep 10  
Returning to: [Orlando US \(MCO\)](#)

**Additional Details**  
Rate: \$107.37 USD weekly rate, unlimited miles; \$14.99 USD extra daily rate, unlimited miles; \$5.37 USD extra hourly rate, unlimited miles  
Total Rate: \$213.06 USD Corporate Discount: 3048183

**Rental Details**  
Economy / Car / Automatic transmission / Air conditioning

**Embassy Suites Lake Buena Vista Resort** [Change](#) [Cancel](#)

8100 Lake Street  
Lake Buena Vista, Florida, 32836  
US  
407-239-1144

Checking In: Sun Sep 1 Confirmation: 82522639  
Room 1, Days 9, Guests 1 Status: Confirmed

Checking Out: Tue Sep 10

**Additional Information**  
Rate:  
Sep 1 - Sep 6 \$526.00 USD  
Sep 6 - Sep 8 \$212.00 USD  
Sep 8 - Sep 10 \$210.00 USD

**Room Details**  
Room Description: RoomDescriptionCodeA02LV8  
Special Instructions: Nonsmoking

**Cancellation Policy**  
Cancellation Fees may apply  
Must Cancel 72 Hours Prior To Arrival.

[Add to your Itinerary](#)

## 3. Select Change next to the car reservation to adjust drop off date.

Cabin: MAIN CABIN (L) Meal: Refreshments for Purchase

**Thrifty Car Rental at: Orlando US (MCO)** [Change](#) [Cancel](#)

Pick-up at: Orlando US (MCO)

Pick Up: 10:53 AM Sun Sep 1 Confirmation: J1170026333  
Pick-up at: [Orlando US \(MCO\)](#) Status: Confirmed  
Number of Cars: 1 Rate Code: @RCHW8

Return: 09:30 AM Tue Sep 10  
Returning to: [Orlando US \(MCO\)](#)

**Additional Details**  
Rate: \$107.37 USD weekly rate, unlimited miles; \$14.99 USD extra daily rate, unlimited miles; \$5.37 USD extra hourly rate, unlimited miles  
Total Rate: \$213.06 USD Corporate Discount: 3048183

**Rental Details**  
Economy / Car / Automatic transmission / Air conditioning

**Embassy Suites Lake Buena Vista Resort**

8100 Lake Street

**Change Date**

<< < Sep 2019 > >>

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Pick-up date Time  
09/01/2019 10:53 AM

Drop-off date Time  
09/07/2019 09:30 AM

[Change Date](#)



## 4. Select Change next to the hotel reservation to adjust check out date.

**Embassy Suites Lake Buena Vista Resort**  
8100 Lake Street  
Lake Buena Vista, Florida, 32836  
US  
407-239-1144

**Checking In: Sun Sep 1**  
Room 1, Days 9, Guests 1

**Checking Out: Tue Sep 10**

**Additional Information**  
Rate:  
Sep 1 - Sep 6 \$525.00 USD  
Sep 6 - Sep 8 \$212.00 USD  
Sep 8 - Sep 10 \$210.00 USD

**Room Details**  
Room Description: RoomDescriptionCodeA0ZLV8  
Special Instructions: Nonsmoking

**Cancellation Policy**  
Cancellation Fees may apply  
Must Cancel 72 Hours Prior To Arrival.

[Add to your Itinerary](#)

[Change](#) | [Cancel](#)

**Change Date** ✕

<< < Sep 2019 > >>

Check-in Date  
p9/01/2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Check-out Date  
09/07/2019

Change Date

## 5. Review and accept rules and cancellation policy

Rules and cancellation policy

**Embassy Suites Lake Buena Vista Resort**

Please review the rate rules and restrictions before continuing.

We are unable to retrieve the rate rules, restrictions and cancellation policy from the hotel supplier. Please contact the hotel for the information.

☒ I agree to the hotel's rate rules, restrictions, and/or cancellation policy.

Continue

Cancel

## 6. Follow the wizard to review the adjusted Reservations overview, finalize your trip, and confirm your adjusted itinerary.



## Defense Travel Modernization Prototype

### Thrifty Car Rental at: Orlando US (MCO)

Pick-up at: Orlando US (MCO)

**Pick Up: 10:53 AM** *Sun Sep 1*  
Pick-up at: [Orlando US \(MCO\)](#)  
Number of Cars: 1

**Return: 09:30 AM** *Sat Sep 7*  
Returning to: [Orlando US \(MCO\)](#)

**Additional Details**  
Rate: \$113.56 USD weekly rate, unlimited miles; \$15.99 USD extra daily rate, unlimited miles; \$5.68 USD extra hourly rate, unlimited miles  
Total Rate: \$174.15 USD  
Corporate Discount: 3048183

**Rental Details**  
Economy / Car / Automatic transmission / Air conditioning

[Change](#) | [Cancel](#)

### Embassy Suites Lake Buena Vista Resort

8100 Lake Street  
Lake Buena Vista, Florida, 32836  
US  
407-239-1144

**Checking In: Sun Sep 1**  
Room 1, Days 6, Guests 1

**Checking Out: Sat Sep 7**

**Additional Information**  
Rate:  
Sep 1 - Sep 6 \$525.00 USD  
Sep 6 - Sep 8 \$212.00 USD  
Sep 8 - Sep 7 ~~\$-105.00 USD~~

**Room Details**  
Room Description: RoomDescriptionCodeA0ZLV8  
Special Instructions: Nonsmoking

**Cancellation Policy**  
Cancellation Fees may apply  
Must Cancel 72 Hours Prior To Arrival.

[Add to your Itinerary](#)

[Change](#) | [Cancel](#)

## 7. When presented with the Request screen, review and correct any missing fields and enter comments as required by your approver.

Request 437EK

Request Name: Trip from Washington to Orlando  
Purpose: 2019 Orlando Conference with TDY

[Request Header](#) | [Segments](#) | [Expenses](#) | [Approval Flow](#) | [Audit Trail](#)

[New Expense](#)

Date	Expense Type	Amount	Requested
09/01/2019	Airfare	\$441.31	\$441.31
09/01/2019	Rental Car	\$174.15	\$174.15
09/01/2019	Hotel/Lodging	\$531.98	\$531.98

Expense Type: [W and E Allowance](#) | Last Day of Trip: 09/10/2019 | Duty Station: [TO](#) | TDY Location - City: Orlando Int (Airport - MCO), Orlando, Florida | Transaction Amount: 0.00 | USD

Comment: [Personal Leave in conjunction with TDY, see Request 437EK on Expense to ensure personnel flow](#)

[Attachments](#) | [Print / Email](#) | [Cancel Request](#) | [Submit Request](#)

Status: Not Submitted  
To be approved before: 09/20/2019 04:03 am  
Amount: \$1,247.44



8. Save and allocate to the appropriate line of accounting before final review.

Save Allocate Cancel

Allocations for Request : Trip from Washington to Orlando

Request List

Allocate Selected Expenses Clear Selections Summary

Select Group \*

<input checked="" type="checkbox"/>	Date *	Expense Type	Group	Amount
<input checked="" type="checkbox"/>	09/10/2019	M and IE Allo...		\$627.00
<input checked="" type="checkbox"/>	09/01/2019	Hotel/Lodging		\$631.98
<input checked="" type="checkbox"/>	09/01/2019	Rental Car		\$174.15
<input checked="" type="checkbox"/>	09/01/2019	Airfare		\$441.31

Allocations

Allocate By: \* Add New Allocation Delete Selected Allocations Favorites \*

<input type="checkbox"/>	Percentage	LOA Organizati...	* LOA Label	Code
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Final Review

Traveler Confirmation Agreement

By submitting this request, you accept personal financial liability for any additional costs not reimbursed by the government if you change your itinerary. Consult your Approving Official before making any reservation changes to ensure compliance.

Accept & Submit Cancel





## Attachment #3 – How do I ensure M&IE allowances are correct?

User Impact Notice – (August 21, 2019)

### 1. Review and import your trip itinerary

You are currently logged in as a test user

SAP Concur | Requests | Travel | **Expense** | Reporting | App Center

Manage Expenses | View Transactions

### Trip from Washington to Orlando

Click to edit report name and other details

+ New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Expense Type

- Report
  - Report Header
  - Totals
  - Audit Trail
  - Approval Flow
  - Comments
- Allocations
  - Allocations
- Travel Allowances
  - Nonmonetary
  - Available Itineraries**
  - Expenses & Adjustments
  - Reimbursable Allowances Summary

Travel Allowance

### 2. On Expenses and Adjustments tab, review the column labeled 'No M&IE' to CHECK MARK the days of personal leave to ensure you do not receive entitlements.

Travel Allowances For Report: Trip from Washington to Orlando

Create New Itinerary | Available Itineraries | **Expenses & Adjustments** | Reimbursable Allowances Summary

Show dates from  to

No M&IE   All	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Use Percent Rule	Allowance
<input type="checkbox"/>	09/01/2019 Orlando, Florida	\$49.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50
<input type="checkbox"/>	09/02/2019 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	09/03/2019 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	09/04/2019 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	09/05/2019 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	09/06/2019 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input checked="" type="checkbox"/>	09/07/2019 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	09/08/2019 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	09/09/2019 Orlando, Florida	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	09/10/2019 Orlando, Florida	\$49.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50

Update Expenses | Cancel



## Trip from Washington to Orlando

[+ New Expense](#)[Import Expenses](#)[Details ▾](#)[Receipts ▾](#)[Print / Email ▾](#)

### Expenses

[Move ▾](#) [Delete](#) [Copy](#) [View ▾](#) <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	09/10/2019 	M and IE Allowance	\$49.50	\$49.50
<input type="checkbox"/>	09/08/2019 	M and IE Allowance Orlando, Florida	\$86.00	\$86.00
<input type="checkbox"/>	09/05/2019 	M and IE Allowance Orlando, Florida	\$86.00	\$86.00
<input type="checkbox"/>	09/04/2019 	M and IE Allowance Orlando, Florida	\$86.00	\$86.00
<input type="checkbox"/>	09/03/2019 	M and IE Allowance Orlando, Florida	\$86.00	\$86.00
<input type="checkbox"/>	09/02/2019 	M and IE Allowance Orlando, Florida	\$86.00	\$86.00
<input type="checkbox"/>	09/01/2019 	M and IE Allowance Orlando, Florida	\$49.50	\$49.50

Note that Leave days (September 7-9 are not expensed)

## References

JTR Chapter 3: TDY TRAVEL PART E: LEAVE IN CONJUNCTION WITH TDY